

## EXHIBIT G

### CRIMINAL CONVICTION CERTIFICATION

This Criminal Conviction Certification Form is incorporated as part of Consultant's proposal and any resulting Agreement for all purposes.

Consultant represents and warrants that it shall comply with all of the following requirements:

**Consultant must take appropriate steps and perform due diligence -- at a minimum, as described in this Exhibit G -- to become informed as to each assigned employee's felony criminal convictions, if any, and must promptly inform TDLR's Contract Administrator of any such felony criminal convictions for any assigned employee. At a minimum, Consultant must take these appropriate steps and perform due diligence at each of these three (3) intervals: (1) within the seven (7) business days immediately prior to submission of Consultant's proposal; (2) within the seven (7) business days prior to the proposed effective date of any renewal or extension of this Agreement; and (3) within the seven (7) business days prior to requesting approval for assignment of a new employee (such as a substitute employee). Consultant must inform TDLR in writing within three (3) business days of Consultant's receipt of any information on any felony convictions of assigned employees obtained from any of these steps at any of these intervals.**

**At each of the above three (3) intervals, Consultant must take minimum steps to review and perform due diligence of every assigned employee's criminal history. Consultant's minimum steps shall include, at a minimum, (1) Consultant's compliance with Consultant's published employee policies and procedures for background and criminal checks of Consultant's employees and (2) Consultant's comprehensive search of the public information portion of a online criminal conviction database, such as the DPS criminal conviction database at: [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx). If such DPS criminal conviction database is not appropriate for a particular assigned employee, Consultant must submit with its proposal, its renewal or extension, or with its request for assignment, as appropriate, sufficient documentation that an equivalent or more extensive search was conducted and that the alternative is appropriate for that assigned employee.**

**Upon request by TDLR, Consultant must provide to TDLR, no later than five (5) business days after receiving such request, the written results of these minimum steps for all assigned employees.**

**For purposes of this Exhibit G, "assigned employees" includes, without limitation, all employees or personnel, for example, who will or may (1) be assigned as lead or key employees or personnel under this Agreement; (2) interact on site at TDLR's premises with any TDLR personnel, assets, records or resources in connection with this Agreement; or (3) otherwise access or interact with any assets, records or resources of TDLR in connection with this Agreement.**

By signing this form and initialing the appropriate space, Consultant represents and warrants that it took the above minimum steps and performed due diligence as required by this Exhibit G to become informed as to each assigned employee's felony convictions. If one or more proposed individuals have felony convictions, Consultant must describe the nature and timing of each conviction in a separate letter as part of Consultant's proposal (and in its renewal or extension, request for assignment, etc., as appropriate).

If TDLR becomes aware that the completed certification form is false, or if Consultant fails to promptly advise TDLR of a felony criminal conviction occurring after the certification becomes effective,

Consultant shall be in breach of this Agreement and TDLR shall have the option to terminate the Agreement without further obligation to Consultant and may pursue all other remedies and rights available to TDLR under this Agreement, at law, or in equity.

Consultant must have an authorized company representative initial and sign this document in the blanks provided below, and must return the initialed and signed form along with the other required paperwork with its proposal (and as appropriate, its renewal or extension, or with its request for assignment).

Consultant shall indicate, by initialing in the space provided to the left of applicable Services 1-3 below, its intent to comply with these provisions. Consultant **SHALL, IN EVERY CASE, INITIAL ITEM 2** and initial **EITHER** Item 1 **OR** 3 as applicable. Additionally, Consultant shall sign, date, and provide the title of the person executing this Criminal Conviction Certification on its behalf in the space provided below at the end of this document.

1. \_\_\_\_\_ Consultant represents and warrants that it performed all minimum steps and due diligence described in this Exhibit G and that all currently assigned employees and all employees proposed for assignment have no felony criminal convictions. (If Consultant cannot make this unqualified representation and warranty, Consultant must initial blank #3 below and provide the detailed letter as an attachment to this Exhibit G, detailing and explaining any such convictions.)
  
2. \_\_\_\_\_ Consultant represents and warrants that it shall notify TDLR's Contract Administrator in writing if any future proposed employee (for example, a substitute or other newly assigned employee) has any felony criminal conviction or if any information for any previously assigned employee has changed, no later than three (3) business days prior to such proposed employee's proposed assignment starting date or no later than three (3) business days after Consultant's receipt of such changed information, whichever is applicable.
  
3. \_\_\_\_\_ Consultant represents and warrants that it performed all minimum steps and due diligence described in this Exhibit G and that all currently assigned employees and all employees proposed for assignment have no felony criminal convictions except those noted on the attached separate letter. Consultant represents and warrants that it has attached a separate letter with this Exhibit G and that the attached detailed information describes the nature and timing of each felony conviction for each employee listed.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

**IMPORTANT NOTICE: IF YOUR RESPONSE TO THIS SOLICITATION DOES NOT CONTAIN ONE ORIGINAL OF THIS FULLY COMPLETED, INITIALED AND SIGNED EXHIBIT, YOUR RESPONSE MAY BE AUTOMATICALLY DISQUALIFIED FOR FAILURE TO COMPLY WITH THE ADVERTISED SPECIFICATIONS, EVEN IF ALL OTHER MINIMUM QUALIFICATIONS, LETTERS AND EXHIBITS ARE FULLY COMPLETED, INITIALED, SIGNED AND RETURNED. IN THE PROPOSAL RESPONSE MARKED "ORIGINAL", CONSULTANTS MUST ENSURE BOTH FULL COMPLETION AND ORIGINAL INK INITIALS AND SIGNATURE BY AN AUTHORIZED REPRESENTATIVE OF CONSULTANT.**